

MONROE COUNTY

JOB DESCRIPTION

Position Title: SR ADMINISTRATOR SAFETY

Date: 04/01/99

Position Level: 11

FLSA Status: Exempt

Class Code: 11-19

GENERAL DESCRIPTION

This position works directly under the County Administrator or his designee and is required by FL Adm. Code 38 I-10 to provide, update and enforce a safety and health program.

KEY RESPONSIBILITIES

1. *Ensure OSHA compliance through training education of management and employees.
2. *Inspect County facilities and public property for loss control, fire and life safety.
3. *Manage, develop and implement a shelter and refuge plan, coordinate with all participating agencies.
4. *Investigate all accidents, make recommendations for prevention of reoccurrence, record information and analyze for trends.
5. Enforce Safety Policies and Procedures through training of management, supervisors and safety representatives.
6. *Develop safety inspection program for playground, parks and beaches.
7. *Function as Safety Officer when EOC is activated.
8. Develop safety performance SOP's and policies such as infection control program, diving operation guidelines and confined space entry procedures, etc.
9. Review driving records of all employees yearly and all new employees to ensure compliance of driving policy.
10. Coordinate with the State Division of Safety for compliance and provide yearly report of County's adherence of the safety program.
11. Function as advisor for the County Safety Accident Review Board, all County Divisions, Sheriff's Office and Constitutional Officers.
12. Coordinates, prepare and administers budget.
13. *Travels throughout Monroe County.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	Bachelor's Degree required.
<i>Experience:</i>	3 to 5 years.
<i>Impact of Actions:</i>	Makes decisions and final recommendations which routinely affect the activities of an entire department. Position duties may include responsibility for developing strategic plans for one or more divisions.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Highly Complex: Supervision is present to review established departmental and/or divisional objectives. Independent judgment is required to recommend departmental or divisional objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.
<i>Communication with Others:</i>	Requires regular contact with internal and external persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or managing relationships at a high level.
<i>Managerial Skills:</i>	Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. May perform staff evaluations and make recommendations regarding pay and/or performance.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On call 24 hrs. pending disasters.
<i>Other:</i>	Possess Fire Safety Inspection Certification and be a certified Safety Specialist as defined in FL Administrative Code 38 I-10. Florida Driver's License.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

Position Title: SR ADMINISTRATOR, SAFETY	Class Code: 1045	Position Level: 11
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On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____